

OFFICERS

STEWARD, MATRON, HEAD NURSE, PO

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The Commissioners shall meet regularly once into the state of the Institution and condition of the patients, hearing cognizance of all matters connected with the Institution; they shall a the patients are properly attended to and supplied with wholesome fo for the week as may be deemed advisable; they shall be expected to r

MEDICAL

The Medical Superintendent shall visit the In purpose of medically treating the patients, but also with a view to see occasionally to afford him an opportunity of seeing the patients at the Warden where he is to be found;—he shall daily mark down, in the name, sex, age, species of mania, probable causes of disease, (proxi he shall also keep another book, setting forth a concise history of patient without the knowledge of the Commissioners;—he shall gener and the well-being of the patients, see that his directions relative to th at the Weekly Meetings of the Commissioners, and shall annually fur

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The Steward shall under no circumstances abso Medical Superintendent;—he shall be strictly subject to the controul patients, and of that part of the Institution appropriated to them;— treatment and moral government of the patients, are properly carried quality, (according to contract), properly dressed and served;—he sh of the Matron, receiving an acknowledgement of the same, and shall b and all furniture, &c. appertaining to the male wards;—he shall, unde sible for the good conduct of the keepers and ordinary servants, but urgent cases, of the Visitor) and Medical Superintendent;—he shall supply of fire-wood, properly cut, is constantly on hand, and regularly fu Superintendent of the Female Wards, render such assistance as may be name, sex, age, religion, country, late residence, &c. of each patient, date names of the persons or person by whom he is brought to the Asylum and usefully and exclusively employed for the benefit of the Institution their proceedings and correspondence, and generally be responsible for

The Matron shall be responsible for the tid

MEMBERS OF THE INSTITUTION:

, PORTER, KEEPERS, NURSES, ORDINARY SERVANTS.

COMMISSIONERS.

once a-week, (Monday, at 3 o'clock), for the purpose of examining
hearing all complaints, receiving tenders for contracts, examining accounts, and generally taking
shall appoint from their number, one, whose duty shall be to visit the Institution daily, see that
the food, &c., and, in conjunction with the Medical Superintendent, make such arrangements
to report annually upon the expenditure and general state of the Institution.

AL SUPERINTENDENT.

the Institution regularly, at least, three times a-day, not only for the
to seeing the moral government properly enforced: it is desirable that his visits be so timed as
at their meals, and also after they have retired to bed;—when absent, he shall leave word with
him, in a Diet Roll, the diet prescribed to each patient; and shall keep a book wherein to enter
(proximate and remote,) duration of disease previous to admission, termination thereof, &c.;—
the case, together with the daily medical treatment and symptoms;—shall discharge no
generally superintend every thing connected with the internal management of the Institution
to the medical and moral treatment of the patients are properly attended to, shall be present
ly furnish a Medical Report.

STEWARD.

absent himself from the Institution, without permission from the
control of the Medical Superintendent;—shall be responsible for the cleanliness of the
them;—shall see that the instructions of the Medical Superintendent, relative to the medical
carried into effect;—he shall draw out the Weekly Diet Roll, and see that the food is of good
he shall, upon the admission of each patient, deliver his wearing apparel, &c. into the charge
shall be responsible for all articles delivered by her into his charge for the use of the patients,
under the directions of the Commissioners and Medical Superintendent, hire and be respon-
but shall not have power to dismiss them, without the consent of the Commissioners (or, in
shall have charge of every thing out of doors connected with the Institution; see that a good
early furnished to the several wards, both male and female;—he shall, when called upon by the
may be required in controlling disorderly patients;—he shall keep a book wherein to enter the
t, date of admission and discharge, under what circumstances admitted, (pauper or pay-patient,)
sylum, and so forth;—he shall see that the convalescent male patients are properly exercised
tution;—he shall attend the meetings of the Commissioners (when required,) keep minutes of
ble for the good order of the Institution;—he shall keep all the accounts.

MATRON.

responsible for the good order of the Institution;—he shall keep all the accounts.

M A T

The Matron shall be responsible for all articles belonging also for all articles belonging to the patients delivered over to her, shall keep in see that all the wards, &c. are regularly scoured and cleansed, the patients' apparel dressed and served at regular stated periods, in fine, she shall generally attend to and ordinary female servants, under the directions of the Commissioners and Matron before stated, with respect to male keepers and ordinary servants ;—she shall not be under her observation.

H E A D N

The Head Nurse shall be hired by the Commissioners shall be responsible for the cleanliness and good order of the female wards, and instructions relative to them are properly enforced, that their diet is properly served, &c. of the female wards, and all articles committed by the Matron into her charge shall, when necessary, apply to the Steward for assistance in controlling disorders from the Medical Superintendent ;—she shall see that the female patients are reported to the Visitor any misconduct on the part of the female keepers who are

P O R T

The Porter shall be subject to the instructions of the Steward of the door, and see that nothing belonging to the Institution is carried out, and that no articles be taken by their friends, or otherwise, without permission ;—he shall take care that no person be permitted to inspect the Institution without permission from the Medical Superintendent.

K E E P

The Keepers shall be persons of good character, humble, and obedient to the instructions delivered to them by the Medical Superintendent, Steward, and Head Nurse, and shall regularly and dress them ;—they shall administer the medicines prescribed, and they shall be civil and respectful to the Steward, Matron, and Head Nurse, and

A D M I S S I O N O

No Patient shall be admitted into the Temporary Lunatic Asylum. Idiots are inadmissible. The Medical Superintendent shall be the exclusive authority to receive patients, and shall be deemed pauper if unable to pay one dollar per week for their maintenance, shall be deemed pauper if a certificate shall be lodged with the Commissioners, signed by a Clergyman and a Justice of the Peace, who resides, stating that, from the evidence they have in their possession, they are of sound mind, and of an amount of £25, and that his or her disease has not exceeded the period of two years, and that he or she has advanced the necessary funds. The several Districts shall be deemed liable for the expenses of re-conveying him or her back again to their friends, when discharged, if they are not able to pay. may be.

Persons not admitted as Paupers will be expected to contribute to the funds of the Institution to defray their expenses when in the Institution. No pay-patient shall be admitted into the Institution *advance* for that period.

in good order of the Institution;—he shall keep all the accounts.

ADMISSION.

belonging to the Institution committed into her charge, and keep inventories of the same;—she shall attend to the cleanliness of the Institution, her apparel in good order and clean; she shall see that the several meals are properly served to all matters appertaining to house-keeping;—she shall hire the female keepers and Medical Superintendent, but shall have no power to dismiss them, excepting as she shall note down daily and report to the Visitor any disorderly conduct which may come

THE NURSE.

keepers, in conjunction with the Medical Superintendent; she shall attend to the cleanliness of the female patients;—she shall see that the medical attendants are properly served at regular periods, as prescribed;—she shall be responsible for the furniture committed to her charge for the use of the patients, and keep an inventory of the same;—she shall attend to the disorderly patients; shall not absent herself from the Institution, except with permission of the Medical Superintendent, who are usefully and exclusively employed for the benefit of the Institution, and shall be subject to her directions.

THE PORTER.

the Medical Superintendent and Steward; he shall keep the keys of the Institution, and that neither spirits or any other article whatsoever be brought in to the patients, and that no person has access to the patients without authority, and that no person be admitted to the Institution, except by the Medical Superintendent, or in company with a Commissioner.

THE KEEPERS.

be humane, &c.; they shall sleep in their several wards, shall be under the direction of the Steward, or Head Nurse, as case may be;—they shall wash and cleanse the patients, and perform the necessary dressings, at the times and in the manner directed;—they shall be sober, and generally conduct themselves in an unexceptionable manner.

THE ADMISSION OF PATIENTS.

of a Lunatic Asylum whose case shall be deemed incurable.—The Medical Superintendent shall be the exclusive judge of those persons who are fit objects for admission. Persons who are paupers, and admitted as such. Prior to the admission of a Pauper Lunatic, a Justice of the Peace, and two Magistrates, from the immediate neighbourhood where such Lunatic resides, shall be of opinion that the said Lunatic (if an adult) does not possess property to the value of £100 within the space of twelve months; if a minor, that his or her parents, or guardians, are unable to defray the expenses for all expenses incurred in conveying a Pauper Lunatic to the Asylum, also the expenses of his or her maintenance, if charged, cured, relieved, or incurable, together with the funeral expenses, as the case may be.

of the Institution such sums of money as the Commissioners may deem adequate to defray the expenses of the Lunatic admitted for a shorter term than three months, and all payments must be made in





